

REPORT NO: 12 -5
DATE: 1/31/2012
ANALYST: Michael Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Police Commander (Appointed) (Six Positions)

CURRENT TITLE: New

INCUMBENT: Vacant

REASON FOR REQUEST: Review to verify proper classification for a proposed new appointed position in the Police Department

DATE QUESTIONNAIRE SUBMITTED: 1/26/2012

DATE OF PREVIOUS STUDY: N/A

DISPOSITION OF PREVIOUS STUDY: N/A

PRSONS INTERVIEWED: Bryan Seboe, Human Resources Generalist
Trina Chernos, Assistant City Attorney II (Human Resources/ Labor Relations)
Janee Harteau, Assistant Chief of Police

RECOMMENDATION: Establish the positions as Police Commander (Appointed) (655 points, Grade 14) (Six Position)

The Minneapolis Police Department (MPD) has made a decision to establish an additional level of appointed positions in the command ranks of the MPD. The proposed position will work at a high level managing the operations of a MPD Division or supervising special assignments involving command duties.

Specific Duties and Responsibilities will be as follows:

- Manage a command within the MPD consisting of functions such as: homicide, child abuse, domestic assault, robbery, juvenile investigations, school resources officers, strategic information center, as well as criminal and special investigations and administrative services and personnel.
- Develop long range plans and oversee projects, strategies, personnel and equipment needs and make decisions regarding allocations for the assigned command.
- Monitor daily crime and administrative reports and allocate and direct resources accordingly.
- Review action taken at a weekly meeting (CODEFOR) with police administration.

- Prepare, implement, monitor and review a comprehensive budget to include: human resources, equipment, operations, maintenance, training, and overtime for the command assigned.
- Serve as panel member or chair on (IAU/CRA cases), oversee internal investigations, and represent police administration at arbitration/mediation hearings.
- Respond personally as needed to major incidents of serious officer injury, weapons discharge, natural disaster, catastrophic events, employee incarceration or incapacitation, significant crime scenes, etc.
- Serve as a member of the Chief's Executive Management Team.
- Plan command operations to achieve department goals, short and long term.
- Direct MPD personnel by making work assignments and setting goals and priorities.
- Represent the MPD and police administration at state and national police conferences.
- Represents the MPD and/or the Police Chief in lawsuit settlement conferences.
- Presents information and represents the MPD at citizen/community meetings on behalf of the Police Chief.
- Present information to elected officials as needed.
- Actively participates in labor relations including meeting and negotiating with applicable labor unions.
- Serve as a member of the management bargaining team on behalf of the Minneapolis Police Department
- Ensure compliance with guidelines/laws/regulations, regarding OSHA, Workers Comp, Labor Agreements, EEOC, etc.

POSITION ANALYSIS

PREREQUISITE KNOWLEDGE

The position will require a Bachelor's Degree in Public Administration, Criminal Justice or Law Enforcement or equivalent. The position will require ten years of progressively responsible law enforcement experience which includes supervisory or management experience. It will require a Minnesota Peace Officer Standards Test License; a valid Minnesota Driver's License; and an Annual Fire Arms Qualification. A rating of **70 points** is appropriate for the level of education and experience required.

Other competencies required include

- Strong functional technical skills to do the job including
 - Continuing education credits for the MN POST.
 - Considerable knowledge of MPD Rules and Regulations, MN Criminal Code, Rules of Criminal Procedures, Civil Service Rules, applicable City Ordinance, MPOF/AFSCME Labor Contracts, etc.
 - Knowledge of criminal justice, current best practices in policing, principals of management and supervision and budget.
- Demonstrable command skills and the ability to provide leadership in critical situations.
- Managerial courage to take needed action and to provide positive actionable response in a timely manner.
- Ability to manage all kinds and classes of people equitably and to deal effectively with all races, nationalities, cultures, disabilities, ages, and sexes.

- Ability to make adjustments in plans to fit changing needs and requirements, and organize and marshal resources to get things done.
- Strong decision making skills utilizing analysis, experience, and judgment.
- Ability to work under deadline pressures and time constraints and deliver timely decisions.
- Strong presentation skills in a variety of settings including one on one, small and large groups, peers and higher level staff.
- Ability to write clearly and succinctly and get messages across. including concise and accurate reports.

DECISIONS AND ACTIONS

The position will direct all division personnel activities. The job will be responsible for directing investigational assignments and activities within the command area assigned. It will monitor reports and make allocation of resource decisions for the area supervised. It will direct evaluations of the performance of employees under its supervision, and enforce and impose penalties for violations of rules and regulations, including suspensions. The position will approve all performance appraisals, and all improvement plans for the personnel in the assigned command. It will be a member of the Police Chief's management team, and serve on the City's bargaining team and on the Police Chief's Advisory Counsel. As a member of these larger committees it will be participating in department wide decision making. The position will be responsible for planning and managing the budget for their Division (or Command) including managing overtime.

A rating of **70 points** will be assigned on this factor. At this level the work is of considerable variety and complexity, usually involving all phases of a major function. Matters dealt with are broad in scope with complex and unusual problems being encountered with considerable frequency. Performance has considerable influence on finances or delivery of services; errors or inadequacies would cause very serious and notable inconvenience, embarrassment or expense. The incumbent is expected to make decisions and take action on complex and unusual problems that arise and to develop solutions to these problems. Work is done under general supervision in accordance with broadly stated policies or principles.

Jobs at this level manage departments with significant impact on expenditures or revenue or manage a branch or sub-function of a large or major department (e.g the MPD). Here the job is responsible for projects, plans, budgeting, staffing, and related operating decisions for a significant sized organization.

SUPERVISORY RESPONSIBILITY

The assignments for this job will entail supervising staffs of between 66 and 85 full time employees. The proper rating for this level of supervisory responsibility is **45 points**.

RELATIONSHIP RESPONSIBILITY

The Police Commander will need strong oral and written communication skills and interpersonal skills. The job will entail daily contact with the Police Chief, Deputy Chiefs, and Police Inspectors to exchange information regarding on going MPD business.. It will have frequent contact with peer Police Commanders to exchange information and give and receive updates on MPD activities. Internally the position will work with other MPD management to share information and coordinate resources. The

position will supervise Police Lieutenants and Police Sergeants, and will interact with this level frequently to give direction and exchange information about command and work related activities.

The position will interact with other City Management and City Departments to provide information and decisions as a representative of MPD management. It will be in contact City Attorney's Office, regarding contracts, and regarding criminal prosecution issues related to its command responsibilities. It will interact with the Regulatory Services Department to facilitate inter-department coordination of effort and with Public Works on fleet issues,

The job will include contact with elected officials regarding issues related to assigned responsibility or as a representative of MPD administration. These responsibilities will include presenting before the City Council.

The position will represent the MPD management with the Police Federation.

Outside contacts will include the Hennepin County Attorney's office regarding prosecution strategies and priorities. This position will entail contact with the general public as representative of MPD and the Police Chief.

The level of relationships responsibility warrants a rating of **70 points**. At this level jobs typically represent the Division or Department before the City Council, and other important bodies. At this level the job is in a high level leadership position in terms of communication for the area assigned. Jobs at this level require considerable tact and diplomacy. Issues dealt with require considerable persuasion, where cooperation is essential, and issues often controversial. Contact with the media and the general public requires considerable skill as most interactions revolve around sensitive issues. The job requires highly developed communications skills and very strong interpersonal skills

WORKING CONDITIONS

The position will work out of an office setting but will have exposure to field work where there will be possible exposure to danger. A rating of **40 points** will be assigned.

EFFORT

The position as a Sworn Officer will entail physical activity related to police work, but the primary effort required will be mental effort in managing a significant portion of the MPD. There will daily decision making on important issues, monitoring and evaluation of personnel and programs, report writing, and related managerial duties. The position will deal with deadlines and pressure in overseeing the assigned command. It will be engaged in planning, coordinating, and prioritizing for the area supervised.

A rating **65 points** is appropriate for the Effort required in this job. At this level jobs deal with wide ranging responsibilities that require considerable mental effort. These jobs are responsible for planning, organizing and managing larger more complex areas, dealing with setting priorities, and ensuring compliance with City goals and objectives. There is pressure to meet expectations and pressures driven by budget, project related deadlines, responsiveness to elected officials, and other constituencies, and in making recommendations to higher level managers and officials.

According to the Assistant Chief of Police the position will meet the criteria for appointed positions under Section **20.1010. . . . (The City Council may, pursuant to this article, establish unclassified positions in designated departments of the City that meet the following criteria)** as follows:

1. The person occupying the position must report to the head of the designated City department or the designated City department head's deputy

The position will report to a Deputy Police Chief who in turn reports to the Police Chief.

2. The person occupying the position must be a part of the designated department head's management team

The position will be part of the Police Chief's management team.

3. The duties of the position must involve significant discretion and substantial involvement in the development, interpretation, or implementation of City or department policy

The position will be in charge of a significant command unit in the MPD and will be part of the Department Management team and will have discretion and involvement in the development, and implementation of Department policy.

4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant

Although the position does require technical skills, leadership and command skills are very significant.

5. There is a need for the person occupying the position to be accountable to, loyal to, and compatible with the mayor, the City council and the department head.

The job will require incumbents that are loyal to and compatible with the Mayor, City Council and the Chief of Police.

RECOMMEDNATION:

Establish the position as Police Commander (Appointed) (655 points, Grade 14) (Six Positions)

CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Police Sergeant	50	50	5	45	50	55	453	10
Police Lieutenant	55	60	25	55	40	60	533	11
Police Inspector (Appointed)	70	75	60	70	40	65	685	15
Police Deputy Chief (Appointed)	75	75	90	75	30	65	733	16
PROPOSED CLASSIFICATION								
Police Commander (Appointed)	70	70	45	70	40	65	655	14

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility
4. Relationship Responsibility
5. Working Conditions
6. Effort

Executive Exemption – The position will meet the ‘Executive Exemption’ from the Fair Labor Standards Act requirements as defined as follows:

1. The job will be salaried and paid at above \$455/ peer week.
2. The job will be assigned to manage a substantial and customarily recognized sub-Division of the Minneapolis Police Department. It will be responsible for the decisions about resource allocation, scheduling, directing work assignments, and other major decisions that pertain to the assigned division of the Minneapolis Police Department
3. The job will have direction over a staff of between 66 and 85 employees.
4. The job will entail making recommendations regarding the hiring, promotion, and other changes of status for Minneapolis Police Department staff. It will be involved in discipline actions and determining the status of training and employee performance.

Does not meet the First Responder or Investigator test.

The position is a sworn position but does not meet the requirements of being a first responder or investigator needed to qualify as non-exempt. The job will not be regularly dispatched to Crime Scenes but rather will be at such locations in very unusual circumstances that require a high level manager reporting to crime scenes and other related locations to perform as a manager and executive in establishing control and managing activities. It typically will oversee and manage investigation rather being the front line investigator involved in investigation activity. .

SUPERVISED BY: Chief of Police, Assistant Chief, and Deputy Chief

SUPERVISES: Police Lieutenant, Police Sergeant, Police Officer, and Civilian Staff

NATURE OF WORK

Manage the operation of a MPD Division and/or take responsibility for special assignments involving command duties.

TYPICAL DUTIES AND RESPONSIBILITIES

(Including, but not limited to the following)

- Manage a command within the MPD consisting of functions such as: homicide, child abuse, domestic assault, robbery, juvenile investigations, school resources officers, strategic information center, as well as criminal and special investigations, and administrative services and personnel.
- Prepare, implement, monitor and review a comprehensive budget to include: human resources, equipment, operations, maintenance, training, and overtime for the command assigned.
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- Ensure compliance with guidelines/laws/regulations, regarding OSHA, Workers Comp, Labor Agreements, EEOC, etc.

MINIMUM EDUCATION: Bachelor's Degree in Public Administration, Criminal Justice or Law Enforcement or equivalent

MINIMUM EXPERIENCE: Ten years of progressively responsible law enforcement experience which includes supervisory or management experience

LICENSES/CERTIFICATES: Minnesota P.O.S.T. License
Valid Minnesota Driver's License
Annual Fire Arms Qualifications

OTHER SPECIFICATIONS

- Strong functional technical skills to do the job including
 - Continuing education credits for the MN POST.
 - Considerable knowledge of MPD Rules and Regulations, MN Criminal Code, Rules of Criminal Procedures, Civil Service Rules, applicable City Ordinance, MPOF/AFSCME Labor Contracts, etc.
 - Knowledge of criminal justice, current best practices in policing, principals of management and supervision and budget.
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- Ability to make adjustments in plans to fit changing needs and requirements, and organize and marshal resources to get things done.
- Strong decision making skills utilizing analysis, experience, and judgment.
- Ability to work under deadline pressures and time constraints and deliver timely decisions.
- Strong presentation skills in variety of settings including one on one, small and large groups, peers and higher level staff.
- Ability to write clearly and succinctly and get messages across. Including concise and accurate reports.

WORKING CONDITIONS: Normal

SERVICE:	Appointed (and Sworn)
GRADE:	14 (655 points, Exempt)
CLASSIFIED:	November 2012
SPEC DATE:	November 2012

CITY OF MINNEAPOLIS